

## Message Text

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ORIGIN DRC-01

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DRAFTED BY O/FADRC/DA:JSPRUDEN

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DESIRED DISTRIBUTION

O/FADRC/DA

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R 121302Z JUL 74

FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS

AMEMBASSY NOUAKCHOTT

UNCLAS STATE 150591

INFORM CONSULS

E.O. 11652: N/A

TAGS: ACOM, AINF, ASEC

SUBJECT: TAGS MANUAL DISTRIBUTION

A REVISED TAGS (TRAFFIC ANALYSIS BY GEOGRAPHY AND SUBJECT) MANUAL WILL SHORTLY BE DISTRIBUTED THROUGHOUT THE DEPARTMENT TO FOREIGN SERVICE POSTS, AND SELECTED OUTSIDE AGENCIES. IN THE NEAR FUTURE THE TAGS MANUAL WILL ALSO BE ISSUED AS A CHAPTER OF THE DEPARTMENT OF STATE CORRESPONDENCE HANDBOOK. AUTHORITY FOR USE OF TAGS, ALONG WITH REGULATIONS AFFECTING COMPLIANCE WITH E.O. 11652, WILL BE INCLUDED IN VOLUME 5 - COMMUNICATIONS AND RECORDS - OF THE FOREIGN AFFAIRS MANUAL.

TAGS SERVE TWO IMPORTANT FUNCTIONS AFFECTING MAINTENANCE AND RETRIEVABILITY OF RECORDS. FIRST, THEY SEGREGATE SUBSTANTIVE FROM NON-SUBSTANTIVE INFORMATION. SECOND, THEY PROVIDE RETRIEVAL BY SUBJECT AND AREA FOR ALL DOCUMENTS INCLUDED IN THE DEPARTMENT OF STATE AUTOMATED DOCUMENT STORAGE AND RETRIEVAL SYSTEM.

ABOUT 50 PCT OF ALL DOCUMENTS CONCERN ADMINISTRATIVE, BUSINESS, UNCLASSIFIED

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CONSULAR AND OPERATIONAL MATTERS AND ARE NOT INDEXED IN

DEPTH BY DEPARTMENT ANALYSTS. THEREFORE, RETRIEVAL OF THAT BODY OF INFORMATION IS ENTIRELY DEPENDENT ON STRICT ADHERENCE TO TAGS PROCEDURES ON THE PART OF DRAFTERS. DRAFTING OFFICERS ARE DIRECTLY RESPONSIBLE FOR THE ULTIMATE ACCESSIBILITY OF DOCUMENTS OF THIS TYPE FROM THE DEPARTMENT'S CENTRAL FILES. A GOOD ILLUSTRATION OF HOW CRITICAL THIS FUNCTION CAN BE IS IN THE USE OF TAGS HAVING TO DO WITH OPERATIONAL ARRANGEMENTS AFFECTING INDIVIDUALS - OCON, OEXC, OREP, OTRA AND OVIP. EACH OF THESE TAGS MUST BE USED WITH THE NAME OF THE SUBJECT INDIVIDUAL ENTERED ON THE TAGS LINE. FAILURE TO DO THIS RESULTS IN RELEVANT DOCUMENTS BEING LOST TO NAME SEARCHES OF THE HOLDINGS. FIRST YEAR EXPERIENCE REVEALS WIDESPREAD DISREGARD OF THE NAME ENTRY PROCEDURE BY DRAFTING OFFICERS. IRONICALLY, THE PERSONS MOST Affected ARE THE DRAFTING OFFICERS THEMSELVES AND THEIR COUNTERPARTS EITHER IN THE DEPARTMENT OR OVERSEAS.

IT IS STRONGLY URGED THAT DRAFTING OFFICERS PAY STRICTER ATTENTION TO COMPLIANCE WITH THE TAGS PROCEDURES, AND THAT THIS IMPORTANT FUNCTION NOT BE DELEGATED TO CLERICAL PERSONNEL. EFFECTIVE OPERATION OF THE DOCUMENT RETRIEVAL SYSTEM IN SUPPORT OF DEPARTMENT AND POST OPERATIONS IS DEPENDENT ON THIS.

EXPERIENCE GAINED THROUGH THE FIRST YEAR OF OPERATION REVEALS THE FOLLOWING FOUR MOST FREQUENT AND TROUBLESOME PROBLEM AREAS:

1. MISAPPLICATION OF TAGS IN GENERAL - THIS IS FATAL TO EFFECTIVE RETRIEVAL ON NON-SUBSTANTIVE MATERIAL, COMPRISING 50 PCT OF THE MESSAGE TRAFFIC. ON SUBSTANTIVE MATERIAL IT CAUSES SLOWDOWN OF INPUT PROCESSING AND "FALSE DROPS" (INCORRECT RETRIEVALS). HERETOFORE IT HAS BEEN THE POLICY NOT TO CHANGE DRAFTER-SUPPLIED TAGS WHEN THEY ARE INCORRECT SINCE MANY MANUAL FILING SYSTEMS ARE ALSO BASED ON TAGS. BECAUSE OF WIDESPREAD PROBLEMS IN THIS AREA THE POLICY IS UNDERGOING REVIEW. PARTICULARLY APPARENT IS MISAPPLICATION OF COUNTRY TAGS. FOR EXAMPLE, A DRAFTING OFFICER IN SEOUL CONSISTENTLY ENTERED SK AS THE COUNTRY TAG FOR SOUTH KOREA, WHEN KS WAS THE CORRECT TAG. SINCE SK IS A VALID TAG (FOR UNCLASSIFIED

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SIKKIM) THE COMPUTER EDIT PROGRAM DID NOT THROW IT OUT AS AN ERROR. EVERY BUSINESS, ADMINISTRATIVE, CONSULAR, AND OPERATIONAL MESSAGE (NOT REVIEWED BY A DEPARTMENT ANALYST) SENT IN BY THAT OFFICER WAS RENDERED NON-RETRIEVABLE BY THE PROPER COUNTRY TAG FOR SOUTH KOREA, AND SIKKIM SEARCHES REVEALED A SIGNIFICANT NUMBER OF FALSE DROPS. AFTER SUCH MISTAKES ARE DISCOVERED THEY CAN BE CORRECTED ONLY BY A DIFFICULT AND TIME-CONSUMING PROCESS. A COUNTRY TAG NEED

NOT BE USED ON ADMINISTRATIVE MESSAGES WHERE ITS ONLY FUNCTION IS TO IDENTIFY THE POST OF ORIGIN OR DESTINATION.

DRAFTING OFFICERS MUST MAKE A RENEWED EFFORT TO REVIEW TAGS DEFINITIONS AND PROCEDURES. THE REVISED MANUAL INCLUDES SOME NEW TAGS THAT NEED CAREFUL STUDY BEFORE BEING PUT INTO USE.

2. BLANKET USE OF HIGH FREQUENCY TAGS - THIS IS PARTICULARLY EVIDENT IN THE CASE OF PFOR (FOREIGN POLICY AND RELATIONS). SOME POSTS CONSISTENTLY USE PFOR ON EVERY MESSAGE REGARDLESS OF REAL CONTENT. THIS IS VERY TROUBLE-SOME WHEN IT INVOLVES TRAFFIC LIMITED TO ADMINISTRATIVE/OPERATIONAL MATTERS.

3. FAILURE TO ENTER PERSONAL AND ORGANIZATIONAL NAMES AS CALLED FOR IN THE TAGS PROCEDURES - AS NOTED ABOVE, THIS FAILING NEGATES THE RETRIEVAL OF ADMINISTRATIVE/OPERATIONAL TRAFFIC.

4. IMPROPER OR MISSING ENTRIES ON EXECUTIVE ORDER 11652 LINE - THE TAGS MANUAL INCLUDES A SECTION ON ENTRIES TO BE MADE IN COMPLIANCE WITH E.O. 11652. FIRST YEAR EXPERIENCE DEMONSTRATES A SERIOUS DISREGARD OF THE REQUIREMENT TO INDICATE PROPER DOWNGRADING SCHEDULES FOR ALL CLASSIFIED MATERIAL. DEPARTMENT INDEXERS HAVE HAD TO CORRECT MANY ERRORS PER MONTH ON THE E.O. 11652 LINE, OFTEN NECESSITATING SERVICE MESSAGES TO OVERSEAS POSTS.

FAILURE TO ASSIGN PROPER DOWNGRADING AND DECLASSIFICATION SCHEDULES TO CLASSIFIED MATERIAL CONSTITUTES AN ABUSE OF E.O. 11652 AS DEFINED BY THE INTER-AGENCY CLASSIFICATION REVIEW COMMITTEE. APPROPRIATE ADMINISTRATIVE DISCIPLINARY UNCLASSIFIED

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ACTION IS AUTHORIZED IN SUCH CASES.

RESPONSIBILITY FOR MAINTENANCE OF TAGS AND FOR INPUT TO THE DOCUMENT RETRIEVAL SYSTEM RESTS WITH THE FOREIGN AFFAIRS DOCUMENT AND REFERENCE CENTER (O/FADRC) IN THE DEPARTMENT. SPECIFIC QUESTIONS ON TAGS USAGE SHOULD BE ADDRESSED TO THAT OFFICE. KISSINGER

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**TAGS:** ACOM, AINF, ASE  
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